APPENDIX.

[Vide answer to starred question No. 33 asked by Sri G. Krishnamoorthy at the meeting of the Legislative Council held on 13th February 1959, page 307 supra.]

THE GRANT-IN-AID CODE OF THE MADRAS EDUCATIONAL DEPARTMENT.

CHAPTER I.—INTRODUCTION.

1. *Grants-in aid.*—A sum of money is annually set apart to be expended under these rules as grants-in-aid of recognized educational institutions under private management with the object of extending and improving secular education, and such grants will be given impartially and without reference to any religious instructions to all schools which impart sound secular instruction, subject to the conditions hereinafter specified and with due consideration of the requirements of each locality, and of each institution and of the funds available. Provided that grants shall be withheld from institutions which refuse admission to any pupil merely on the ground of the caste or community to which he belongs, provided also that no grant of any kind shall be paid to a new institution or in respect of a new department or course in an existing institution which has been opened without the previous consent of the Director.

These rules do not apply to European schools or to elementary schools for Indians which are aided under separate rules.

2. *Reservation of discretion by Government.*—(i) The Government reserve to themselves, anything in the rules of this code notwithstanding, the right to refuse or to withdraw any grant at their entire discretion.

(ii) Grants will ordinarily be withdrawn from a manager if he or any of the teachers, employed by him takes part in political agitation directed against the authority of Government or inculcates opinions tending to excite feelings of political disloyalty or disaffection among the pupils.

(iii) Payments of all grants will be subject to audit, and in the event of an objection being upheld, the management concerned may be called upon to refund the amount paid on such portion of it as the Government may decide. Such refund may be made either by adjustment in any other grant payable to the school or in such other manner as the Government may see fit.

(iv) In cases where the managements of aided educational institutions (other than elementary schools) do not pay dearness allowance or war allowance at Government rates to the staff under their control, the Director shall carry out investigation into the financial position of the institutions and if, after such investigation he is satisfied that the managements can afford to pay the allowance at Government rates shall direct the managements concerned to pay the allowance at Government rates. If even after the issue of such a direction the managements receiving grants from Provincial funds do not pay the allowance at Government rates, the grant payable to them may be withheld either in full or in part. The refusal of the payment of the allowance at Government rates by managements which do not earn any teaching grants may be considered as a valid reason for the withdrawal of recognition.

(v) The Director shall have power to refuse grants to any institution which directly or indirectly encourages propaganda calculated to bring into hatred, ridicule or contempt the beliefs and practices of any religion.

3. *Definitions of terms.*—The term " Director " signifies Director of Public Instruction; the term " District Educational Officer " includes Inspectress; the term " Local Board " includes a Municipal Corporation or Council or a District or Taluk Board, the term " Local Funds " includes Municipal or District or Taluk Board Funds; the term " President " includes the Chairman of a Municipal Corporation or Council; and the term " Manager " includes a Board of Managers.

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4. *Objects for which aid may be given.*—(i) Grants are given for teaching.

(ii) Grants are also given for—

(1) the payment of stipends to teachers under training;

(2) the payment of fee to medical officers on account of medical inspection in educational institutions;

(3) the payment of boarding charges to Indian orphanages and boarding homes;

(4) the erection, enlargement and purchase of school buildings and hostels or boarding houses for students attached to educational institutions;

(5) the purchase of school and hostel furniture, apparatus, chemicals and appliances; of books for school libraries and of the plant, materials and tools required for laboratories and workshops;

(6) the cost of needlework or other art and industrial exhibitions; and

(7) the purchase of land for school, hostel or playground purposes.

5. Teaching grant paid to an educational institution shall be considered as having been paid in respect of the previous year's working of the institution. If an aided educational institution works throughout a financial year or part of a year it shall be eligible for a grant for such period, whether or not it works beyond the period.

6. *Sanctioning authority.*—Except in cases where reference to Government is required or where authorities subordinate to the Director have been permitted to sanction grants, all grants paid from Provincial funds are sanctioned by the Director. The Deputy Director of Public Instruction (Finance) is also empowered to exercise the powers of the Director in this behalf. The Accountant-General is informed that the powers conferred under rule 6 of the Grants-in-aid Code on the Director of Public Instruction, Madras, will be exercised by the Gazetted Officers subordinate to him, in the Head Office, in the matter of sanctioning grants.

(Paragraph 2 of G.O. Ms. No. 1648, Education, dated 10th July 1953.)

NOTE.—Building grants from Provincial Funds in respect of Harijan hostels will be sanctioned by the Commissioner of Labour. (The amendment will take effect from 1st April 1948.)

7. *Interpretation of rules.*—The interpretation of any rule in this code shall, in the first instance, rest with the Director; provided that no interpretation of a general nature shall be binding on a manager, which has not been approved by Government and notified in the *Fort St. George Gazette.*

8. *Appeal to sanctioning authority.*—An appeal shall lie to the sanctioning authority for the revision of its orders.

9. *Appendices to have effect of rules.*—The appendices to this code shall have the same effect as the rules of the code and shall be treated as part of the code.

CHAPTER II.—GENERAL CONDITIONS OF AID.

10. *Management.*—Every institution on behalf of which aid is sought shall be under the management of one or more persons recognized by the department, who in the capacity of proprietors, or of trustees, or of members of a committee elected by the Society or Association by which the institution is maintained, shall undertake to be answerable for the maintenance of the institution and the fulfilment of all the conditions of recognition and aid including the due enforcement of such rules of discipline as are prescribed from time to time.

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The management may, with the approval of the department, appoint a person as correspondent to transact the current business of the institution with the department.

Applications for change of management of institutions other than elementary schools should be made to the Director.

11. *Declaration by the management.*—Every applications for aid shall be made in such form as may from time to time be prescribed, and shall contain a declaration signed by the correspondent to the effect that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grants-in-Aid Code are being and will continue to be, fully observed, excepting any rules from which the institution may be specially exempted and that the management is prepared to subject the institution, together with its current endowment and trust accounts, its establishment, time-table and registers, to inspection and to furnish such returns as may be required by the department.

12. *Reservation of right regarding the use of books.*—Government reserve to themselves the right to forbid or to prescribe the use of any book or books in aided schools and colleges.

Managers of schools shall, as a condition of receiving grants-in-aid from public funds, be required not to use, without the express sanction of the Director, any text-book which is not included in the authorized list of text-books, which may from time to time be issued by him.

13. *Income to be devoted to educational purposes.*—No aided institution shall be allowed to spend any portion of its income for other than educational purposes.

14. *Reservation of right regarding employment of teachers.*—It shall be competent to the Director to forbid the employment in aided colleges and schools of any teacher whose certificate has been withdrawn after due enquiry or who after due enquiry has been considered by him unfit to be a teacher.

14-A.—*Cancelled.*

15.—*Cancelled.*

16. No grant will ordinarily be paid on behalf of members of the teaching staff in a school who have completed their 55th year. The Director may, however, relax this rule in special cases up to the age of sixty with effect from 1st July 1940.

No grant will be paid on behalf of teachers who are retained in service beyond sixty years.

N.B.—In G.O. Ms. No. 1178, Education, dated 16th May 1953, communicated in Proceedings Rc. No. 298 E-2/53, dated 26th May 1953, Government have relaxed the provisions of rule 16 for two years, i.e., 1953–54 and 1954–55.

CHAPTER III.—*Cancelled.*

CHAPTER IV.—TEACHING GRANTS ON BEHALF OF SECONDARY SCHOOLS.

23. *Average daily attendance of pupils.*—A grant shall not be given to an institution which had not for the previous official year an average daily attendance of 45 pupils in Forms I to III in the case of middle schools or in Forms IV to VI in the case of high schools.

The Director may, however, relax this rule in special cases.

24. *Number of school meeting.*—An institution shall not ordinarily be eligible for the full grant sanctioned for it in any year unless it met on 180 school days in the previous school year.

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25. *Definition of school day.*—The school day shall consist of at least four hours of secular instruction ; but two meetings, each of not less than two hours, whether on the same day or on different days, shall be counted as one school day.

26. *Qualifications of teachers.*—The qualifications, general and professional, of teachers shall be in accordance with the Madras Educational Rules.

27. *Subjects of instruction.*—The subjects of instruction and standards of examination shall be such as are approved by the department.

28. *Protection from smallpox.*—(i) No teacher, who is not protected from smallpox, shall, without the express and previous sanction of the Director, be permanently employed in an aided institution.

(ii)—*Cancelled.*

29. *Application for aid.*—Application for first admission to aid shall be made in the prescribed form (Appendix E) to the Director through the District Educational Officer before 1st May. The application shall be accompanied by such returns as the Director may from time to time prescribe with the view of ascertaining the financial position of the school and its eligibility for aid.

30. *Admission to aid.*—The Director shall determine what institutions shall be admitted to aid after taking into account the character, the efficiency and the financial condition of the institutions, the educational needs of the locality and the funds at his disposal.

31. *Withdrawal from aid.*—The Director may, after giving due notice, withdraw aid from an institution, should the financial condition of the institution or the educational needs of the locality cease to warrant its continuance.

32. *Fixing the amount of grant.*—(i) In the case of aided secondary schools in which at least the revised scales of pay fixed for teachers in secondary schools under local bodies have been introduced, the amount of grant payable in any one year will normally be based on two-thirds of the approved net cost for the preceding financial year, i.e., two-thirds of the excess of the approved recurring expenditure over the income from tuition fees reckoned at standard rates, the number of instalments being restricted to eight. In the case of other schools in which the revised scales referred to above have not been introduced, the grant will continue to be based on half the approved net cost for the preceding financial year, i.e., half the excess of the approved recurring expenditure over the income from tuition fees reckoned at standard rates, the number of instalments being restricted to eight. The assessment of grant on the basis of two-thirds net cost will be made from 1st June 1947 or any subsequent date from which the revised scales of pay have been adopted by the management of aided secondary schools.

Approved recurring expenditure will comprise such expenditure under teaching staff, establishment, rents, taxes, ordinary repairs and upkeep, contingencies and other miscellaneous items (items 1 to 6 and 15 on the expenditure side of the Financial statement—Appendix F) as the Director considers reasonable.

(ii) In addition to the amount payable under sub-rule (i), the management will also be paid a grant equal to—

(*a*) the loss in fee income on account of the award of fee concessions under rule 92 of the Madras Educational Rules ; and

(*b*) half the expenditure incurred on scholarships and fee remissions up to a limit of 10 per cent of the fee income reckoned at standard rates for ten instalments provided that the scheme for such scholarships and fee remissions has received the prior approval of the Director.

(iii) Registered managements of schools will be allowed to retain any profits they may make during the year subject to the condition that the money thus retained is not allowed to accumulate but is spent with the approval of the Director on improvements to the school.

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33 and 34.—*Cancelled.*

35. *Amount of grant payable.*—(1) The amount of grant payable in any one year may be decreased should the expenditure be considered as unreasonable or on account of deterioration of efficiency or an account of failure to remedy defects in organization, discipline, instruction or accommodation pointed out in writing after a previous inspection, or, as the result of the operation of rule 24 or 36, or on account of insufficiency of funds.

(2) The Director may deduct from the grant payable to an institution such amount as may be due to the teachers from the management fordirect disbursement to the teacher concerned, should the management fail in the discharge of its obligations to a teacher under its employ, by non-adherence to the terms of agreement entered into under rule 12 (i) of the Madras Educational Rules.

(G.O. Ms. No. 2460, Education, dated 7th November 1947.)

36. *Penalties.*—The Director may, on the report of the inspecting officer, after enquiry, withhold, reduce or suspend the grant on account of falsification of the registers, or misrepresentation regarding fees, attendance or other matters or violation of any of the conditions of recognition or aid, or other proved fraud or irregularity.

(Dis. No. 5455/54—G.O. Ms. No. 1255, Education, dated 2nd September 1954.)

37. *Financial statement.*—The management of every aided secondary school shall submit to the Director through the District Educational Officer not later than 1st May of each year, a financial statement in the prescribed form (Appendix F) which should bear the countersignature of a competent auditor not in anyway connected with the institution. The auditor should certify to the receipts and expenditure being correctly stated and supported by proper vouchers. The decision of the District Educational Officer as to whether any person is a competent auditor will be final.

38. *Payment of grants.*—(i) Grants for a year may be drawn on a bill prepared in the prescribed form (Appendix G) and countersigned by the District Educational Officer.

NOTE.—The Superintendent of Sanskrit Schools has been authorized to countersign the teaching grant bills of Sanskrit institutions.

(ii) On receipt of the countersigned bill, the manager shall endorse it and present it for payment at the nearest treasury in accordance with the instructions given in the sanction.

(iii) Any adjustment which in consequence of the operation of rule 24 or rule 36 or for any other reason it may be found necessary to carry out in a teaching grant already paid may be made in the teaching grant paid in the following year or in the payment of any other sanctioned grant.

CHAPTER IV-A.—* GRANTS TOWARDS THE MEDICAL INSPECTION OF PUPILS IN SECONDARY SCHOOLS.

39. Grants-in-aid of medical inspection of pupils conducted in secondary schools shall be paid according to the following rules :—

(1) Managers shall select with the approval of the Director one or more medical officers from among local registered medical practitioners. The work of inspection should, as far as possible, be entrusted to Civil Assistant Surgeons or to registered medical practitioners with similar qualifications.

(2) The fee payable to the medical officer shall not exceed twelve annas for the first inspection of a pupil and six annas for each of the subsequent annual inspections.

* In abeyance.

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(3) The grant payable shall be limited to one-third of the expenditure incurred by the management subject, however, to an upper limit of four annas for the first inspection of each pupil and of two annas for each of the subsequent inspections.

(4) The award of grants shall be contingent on the levy of special fees from pupils so as to cover at least one-third of the cost of medical inspection.

(5) The management of the school shall undertake to maintain the records and submit the returns prescribed for the purpose of medical inspection and to comply with all other conditions that may be laid down in this regard by Government or their authorized officers.

39-A. The grant will be liable to reduction at the discretion of the Director—

(i) if, on an examination of the report of the medical officer, it is found that the inspection has not been conducted satisfactorily ; or

(ii) if, after due warning, the management concerned fails to take action to remedy defects of sanitation and hygiene brought to the notice of the Director in the medical officer's report.

CHAPTER V.—TEACHING GRANTS ON BEHALF OF COLLEGES.

40. *Income from private sources.*—The grant will be considered as supplementing the income guaranteed from endowments, subscriptions, donations and other private sources over and above any expenditure incurred by the management on scholarships or in defraying any difference between the fees calculated at standard rates and those actually collected.

41. (i) *Fixing the amount of grant.*—The amount to be paid in any one year to the College department, whether it provides instruction up to the standard required for a University degree or not, will be determined by the Director after taking into consideration all the circumstances of the case : provided that the amount so determined shall not exceed two-thirds the approved net cost of maintenance for the previous financial year, i.e., two-thirds of the excess of the approved recurring expenditure over the income from tuition fees reckoned at standard rates.

(ii) In addition to the amount payable under sub-rule (i), the management will also be paid a grant equal to (*a*) the loss in the fee income on account of the award of fee concessions under rule 92 of the Madras Educational Rules ; and (*b*) half the expenditure incurred on scholarships and fee remissions up to a limit of 10 per cent of the fee income reckoned at standard rates : provided that the scheme for such scholarships and fee remissions has received the prior approval of the Director.

42. *Reservation of control by Government.*—As a condition of the continuance of the grant or any portion thereof, the Government reserve to themselves the right to prescribe any particular line of action to be taken by the management in regard to any matter affecting the college.

43. *Increase or reduction of grant.*—The amount once determined shall not ordinarily be reduced (except as elsewhere provided in this Code) unless due notice has been given to the manager so as to give him the opportunity of showing cause why such decrease should not be effected.

44. *Financial statement.*—The management shall submit to the Director, not later than 1st May, a financial statement in the prescribed form (Appendix F) which should bear the countersignature of a competent auditor not in any way connected with the institution. The auditor should certify to the receipts and expenditure being correctly stated and supported by proper vouchers. The decision of the Director as to whether any person is a competent auditor will be final.

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CHAPTER V-A.—GRANTS TOWARDS RENT OF HOSTELS.

44-A. *Fixing the amount of grants.*—Grants may be sanctioned by the Director towards the rent of buildings to be used as hostels, provided satisfactory arrangements are made by the management for the supervision of the students residing therein.

Grants, in such cases, shall not exceed one-half of the net expenditure incurred by the management from its own funds on the rent of the hostel buildings after deducting the rent due from the students residing in the hostel.

The rent due for the purpose of the grant will be fixed by the Government on the recommendation of the Director.

44-B. *Application for aid.*—Applications for grants under this chapter should be submitted in the form prescribed in Appendix GG and be accompanied by outline plans and a recommendation supported by reasons as to what may properly be considered the rent due from students.

44-C. *Drawal of grant.*—The grant shall be drawn on a bill duly countersigned by the District Educational Officer or Inspectress of Girls' Schools concerned.

CHAPTER VI.—TEACHING GRANTS ON BEHALF OF SCHOOLS FOR SPECIAL EDUCATION.

45. *Fixing the amount of grant.*—The amount of grants-in-aid of training and technical schools, institutions for Oriental learning, home education classes, and of other special form of teaching grants shall be fixed by the Director after a consideration of all the circumstances of the case.

46. *Application for aid.*—Application for grants on behalf of training and technical schools shall be made in the prescribed forms (Appendices H and J), respectively. No form of application is prescribed in the case of other institutions ; but all applications for aid on their behalf should afford full information as to the object of the institution, the subjects taught, the strength of the classes, the staff of teachers and the financial conditions. A financial statement in the prescribed form (Appendix F) bearing the countersignature of a competent auditor not in any way connected with the institution shall be submitted to the Director through the District Educational Officer or Superintendent of Sanskrit Schools, as the case may be, not later than 1st May. The decision of the District Educational Officer or the Superintendent of Sanskrit Schools as to whether any person is competent auditor will be final.

CHAPTER VII.—GRANTS TOWARDS STIPENDS IN TRAINING SCHOOLS.

47. *Applications for aid.*—Applications for grants under this chapter shall be submitted to the District Educational Officer in the prescribed form (Appendix K).

48. *Scale of grants for students under training.*—Grants may be given to managers of recognized training institutions to enable them to pay stipends to students under training at the rates laid down in rule 117 of the Madras Educational Rules.

48-A. *Fixing the amount of grant.*—The amount of grant given on behalf of a training school shall be determined by the District Educational Officer or the Inspectress, as the case may be, after taking into consideration the restrictions imposed on the number of students in each grade by the Madras Educational Rules or by the Director and the relevant circumstances of the case and also the funds allotted for each district or circle.

49. *Duration of grant.*—The period for which the grant will be allowed shall not ordinarily exceed twelve months except in the case of primary grade teachers when it may extend to two years.

50. *Payment of grants.*—Stipendiary grants shall be drawn monthly on a bill prepared in the prescribed form (Appendix L).

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CHAPTER VIII.—GRANTS FOR BUILDINGS, BUILDING-SITES AND PLAYGROUNDS.

51. *Objects of aid.*—Grants may be sanctioned for any of the following purposes :—

(1) Purchasing, erecting, enlarging or improving school houses or buildings or students' hostels including residential quarters for the warden or other staff attached to the hostel and for sinking wells. (G.O. Ms. No. 2808, Education, dated 12th December 1952.)

NOTE.—Applications for building grants in respect of Harijan hostels will be considered by the Commissioner of Labour under the provisions of this chapter. The term ' Director or Director of Public Instruction ' occurring in this chapter shall be taken to mean ' Commissioner of Labour ' in so far as the schemes for building grant to Harijan hostels are concerned.

(2) Executing extensive alterations and repairs to buildings.

(3) Acquiring land for school, hostel or playground purposes.

52. *Conditions of grant.*—(i) In the case of new buildings, extensions or alterations, the Director must have been convinced of their necessity and have approved their character. Works commenced before obtaining the special permission to the Director will not be eligible for grant.

In the case of purchases of land or buildings, the Director must either have been consulted before the purchase was made or be convinced that land previously purchased is to be newly devoted to an educational purpose.

(ii) Grants will not generally be given for a school building that fails to meet the requirements specified in Appendix LL.

(iii) Rooms in hostel buildings for the construction of which grant will be sought at any time must be of not less than the following dimensions :—

Dormitories must be large enough to allow, if for a single pupil, 80 superficial feet and 900 cubic feet, if for more than one pupil, a proportionately diminishing space down to 30 superficial feet and 400 cubic feet per head for ten or more pupils. A space of at least 8 superficial feet and 80 cubic feet per head should be provided in every room used as a dining room or for any other dwelling purposes, other than sleeping.

(iv) Building grant will not be given to Harijan hostels which have not been in existence for more than five years.

53. *Building grant—Procedure.*—(i) Applications in the prescribed form (Appendix M), shall be submitted through the District Educational Officer, except in the case of colleges, accompanied by such outline plans as will enable the Director to judge of the suitability of the proposal from an educational point of view. The correspondents of colleges shall submit their applications to the Director direct.

(ii) If the Director considers the scheme in general as essential and suitable, the correspondent shall then submit to him in duplicate the detailed plans, specifications and estimates (which may include architect's and engineer's fees) prepared by a professional Engineer or Architect having a recognized qualification such as A.M.I.C.E., A.M.I.E. (Ind.), or an Engineering Degree from a recognized University and Gazetted Officers of the Public Works or Highways Department, present or retired who will be responsible for the structural stability of the building. In preparing the plans and estimates, the instructions contained in Public Works Department Circular Memo. No. 916-G/50-1, dated 29th June 1950, shall be followed. No building operations shall commence until after the issue of favourable orders on the suitability of the design and the reasonableness of the estimate from technical point of view. When the total estimate exceeds Rs. 10,000 the correspondent of the school shall call for open tenders for the construction of the work. The tenders shall be received only in closed and sealed covers or packets and they shall be opened in the presence of the District Educational Officer.

(iii) Where it is proved that private qualified professional advice is not available the management shall, prior to the commencement of work thereon, give fifteen days' notice in writing to the Executive Engineer in charge of the division wherein

it is proposed to construct the building. During the progress of the work, access thereto and every reasonable opportunity to inspect and examine materials and take measurements shall be afforded by the management to the officers of the Public Works Department. A fee of 1 per cent of the total estimate shall be levied where actual supervision of construction by the Public Works Department is required.

In respect of cases where a grant is applied for and proposed to be considered the Director of Public Instruction will call for a valuation of the work done from the Local Engineer, Public Works Department.

NOTE.—(1) The Chief Engineer is authorized to permit persons other than those specified in rule 53 (ii) to design and supervise construction of works if such persons are considered competent by him.

(2) Any correspondent contemplating building operations for which he desires a grant from Government should apply to the District Educational Officer for (i) a form of application for grant and (ii) instructions for the preparation of plans and estimates.

53-A. *Priority list of approved work.*—The Director will maintain a list of works approved by him from a technical point of view. But the inclusion of a work in the list referred to implies no sort of liability in the part of Government, legal or moral, for making a grant though managements will not be precluded thereby from applying for a grant after buildings are completed. The Director will each year recommend for the consideration of Government such new schemes out of the list as he considers deserving of grant and will authorize payment of grant under specific sanction of Government in each case out of the funds placed at his disposal for the purpose.

A Scheme included in the list referred to above shall be expunged from it, if the work of construction, or the purchase or acquisition of land or building is not completed within three years from the date of its inclusion. Extension of this time-limit may be granted by the Director in special cases for valid reasons accepted by him.

54. (i) *Execution of mortgage.*—Whenever a scheme is approved and Government sanction a grant, the management shall be required to execute a deed of mortgage of the property concerned or a deed of acceptance in respect of the grant payable in any one of the appropriate forms of deed prescribed in Appendices O, P and PP, Q and R, Forms in Appendices O, P and PP shall be used when the grant exceeds Rs. 1,000 ; from Q when the grant exceeds Rs. 500 but does not exceed Rs. 1,000 and Form R when the grant does not exceed Rs. 500. The Director may, however, grant exemption from the execution of the deed in cases where the grant does not exceed Rs. 10,000 if he considers that the execution of the deed is unnecessary.

(ii) *Title examination.*—Except in cases where the management has been exempted from the execution of the mortgage deed or a deed of acceptance, no grant or advance shall be paid, before it proves to the entire satisfaction of the State Counsel, its title to the property in question and its right to mortgage the same to Government in respect of the grant by providing all the connected title deeds and before the State Counsel declares the title of the management to the property to be in order.

(iii) *Grants.*—After the completion of the scheme (building or playground), the correspondent will be required to furnish a certificate in the prescribed form (Appendix N) signed by the Architect or Engineer in charge of the work, to the effect that the scheme has been completed generally in accordance with plans and specifications which were approved by the Director and another certificate signed by the correspondent himself, specifying the total amount actually spent on the scheme.

Advance.—The grants sanctioned for the construction of buildings under this chapter may be paid in part as the work progresses on the production of the following :—

(*a*) A certificate from the qualified engineer in charge that the construction is proceeding on sound lines in accordance with the approved plans, specifying the stage of the work and his estimated value of the work done.

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(*b*) A certificate signed by the correspondent himself specifying the actual amount spent on the construction and that the grant claimed is not more than one-half of the actual expenditure incurred towards the construction.

(iv) *Legal charges.*—The State Counsel will be permitted to charge, for the examination of titles and settlement of mortgages in connexion with building schemes for educational institutions placed on the approved list by the Director, fees not exceeding one-half per cent of the estimated cost of the scheme approved by the Director subject to a minimum of Rs. 20 and a maximum of Rs. 250 in each case.

The fees charged shall be paid by the management of the institution concerned whether a grant is paid by the Government or not. One-half of the State Counsel's fees and registration fees incurred in connexion with the execution of the deed of agreement will be reimbursed to the management in the shape of a supplemental grant from the provincial funds. If a building grant is not sanctioned by the Government, the question of reimbursing the management for one-half of the expenditure incurred on State Counsel's fees will be considered on the merits of each case.

(v) *Bills.*—Grants sanctioned for any of the purposes mentioned in rule 51 (1) and (2) except the purchase of buildings, shall be drawn on bills prepared in the form printed as Appendix S.

Grants sanctioned for the purchase of buildings or for the purpose mentioned in rule 51 (3) shall be drawn on bills prepared in the prescribed form printed as Appendix SS.

55. *Amount of grant.*—In the case of buildings erected the grant payable will not exceed the percentage specified below of the total cost of the work shown in the management's estimates as approved by the Director and modified by the Public Works Department subject to the maximum monetary limit specified. In the case of buildings constructed with reference to Article 53 (iii) and in all other cases where the procedure prescribed in the Grant-in-aid Code has not been followed, the grant payable shall not exceed the percentage specified below of the total cost of the work or as certified in the valuation statement of the Executive Engineer whichever is less subject to the maximum monetary limit specified :—

Institution.	Percentage of the total cost.	Maximum grant.
		RS.
Colleges, First grade and Training Colleges.	50	75,000
Colleges, Second grade colleges	50	50,000
Secondary and Special Schools	50	35,000
Basic Training Schools	75	50,000

In the case of buildings or lands acquired, the grant payable will be based on the Collector's estimate of the value of the same or of the actual cost of acquisition or purchase whichever is less, and shall not exceed the percentage and maximum monetary limits prescribed for buildings erected. In the case of lands or buildings purchased, the expenditure actually borne by the management of the institution in connexion with the transfer of property, viz., stamp duty, registration charges, etc., will be added to the purchase value of land or building required for an educational institution for the purpose of payment of grant from State funds.

However, where a management receives a private benefaction for the construction or purchase of a building or acquisition of land for an educational institution, it shall be entitled to take full credit for such benefaction in arriving at its share of the cost of the construction or purchase of the buildings or acquisition of land and where the private benefaction is in excess of the management's share of the cost, such excess shall be taken as deduction of the State Government's share of the cost.

(G.O. No. 2095, Education, dated 8th September 1953.)

Before making payment, the Director will require the management to furnish the certificates referred to in rule 53 (ii) or will obtain the valuation referred to in rule 53 (iii), as the case may be, showing the actual amount expended by them in completing the work, purchase or acquisition and if necessary he may call for the vouchers at any time in support of the expenditure incurred.

He may also require the management to furnish a certificate specifying the total amount of private benefactions received in respect of the work.

56. *Claims of the Government.*—The manager of any institution receiving a grant under this chapter shall refund the grant or a portion of it as specified below, if the land or building in respect of which the grant was made ceases to be used for educational purposes approved by Government within a period of thirty years from the date of payment of the grant where the grant does not exceed fifty thousand rupees; fifty years from the date of payment of the grant where the grant exceeds fifty thousand rupees but does not exceed one lakh; and 99 years from the date of payment of the grant where the grant exceeds one lakh of rupees. The amount to be refunded shall bear the same proportion to the total grants as the unexpired portion of the period for which the building or land is secured against diversion bears to the total period. If the manager fails to make such refund, the Government may recover the amount by such means as they think fit.

CHAPTER IX.—GRANTS FOR FURNITURE, BOOKS AND APPLIANCES.

57. *Application for aid.*—Applications for grants under this chapter, which shall be in the prescribed form (Appendix T), and which shall be submitted through the District Educational Officer so as to reach the Divisional Inspectors of Schools or the Director, as the case may be, not later than 1st July, shall be accompanied by details showing the number, description and price of each article which it is proposed to provide.

Before making the payment, the Director will require the management to furnish a certificate specifying the total amount of private benefactions received in respect of the equipment.

58. *Object and proportion of aid.*—(i) (*a*) Grants not exceeding one-half of the total cost may be given for furniture, and for apparatus, chemicals, maps, diagrams and models; for books and periodicals; for school libraries; for the plant, materials and tools needed in industrial and technical schools; and for needle-work or other art and industrial exhibitions.

However, where a management receives a private benefaction amounting to not more than one-half of the cost of equipment, it shall be entitled to take full credit for such benefaction in arriving at its share of the cost of the equipment and where the private benefaction is in excess of the management's share of the cost, viz., one-half, such excess shall be taken in deduction of the provincial Government's share of the cost.

(*b*) Grants may be given in connexion with approved expenditure on physical training and games when such expenditure exceeds the amount of games fees collected from pupils and staff.

The maximum grant to be given to a school during any financial year shall be limited to the amount of games fees collected during the year and it shall not exceed one-half of the difference between the expenditure and the games fee collections during the year, taken together with any credit balance outstanding in the games fund; the management must contribute a sum not less than the grant received.

The amount of grant applied for should be based on a budget estimate of the games fund of the school for the year in which the grant is sought.

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The accounts of the games fund shall be submitted along with the financial statement referred to in rule 37 of this Code ; should it be found that the management has contributed less than the amount of the Government grant, the whole difference will be adjusted against any grant subsequently applied for under this chapter.

(ii) Grants shall not be given to meet the cost of seats or desks of a pattern which has not been approved by the department.

(iii) Except in the case of industrial and technical schools, aid shall not, as a rule, be afforded for the purchase of articles to be used by the pupil, as distinguished from those required by the teacher in giving instruction. But in special cases grants may be given for books and slates for the use of pupils, on condition that the books and slates remain the property of the school, are used by the pupils during school hours only, and are not removed from the premises.

(iv) Grants shall not be given for articles regarding which the Director has not been consulted and for which aid has not been promised previously to purchase or manufacture.

59. *Payment of grant.*—The grant shall be paid only on submission, before the date specified in the order sanctioning the grant, of vouchers duly receipted. It shall be drawn on a bill prepared in the prescribed form (Appendix U).

NOTE.—The Inspector of Oriental Schools has been authorized to countersign the equipment grant bills of Sanskrit institutions.

60. *Claims of the Government.*—If an institution which has received aid under this chapter has, within five years from the date on which a grant under this chapter is drawn, been closed or diverted to other than educational purposes approved by the Government, the Government shall be at liberty to purchase the articles, towards the supply of which the grant was given, at a valuation to be made by an officer to be deputed by the Government for the purpose.

When the Government purchase the articles at the valuation so fixed, the amount to be paid to the management shall be only the excess of the valuation over the amount already given as grant towards their original purchase.

Alternatively, the Government may direct that the articles shall be sold in auction, in which case the proceeds shall be paid into the Government treasury : provided that if the proceeds exceed the amount of grant already paid towards the purchase of the articles the difference shall be payable to the management of the school.

61. *Sanctioning authority.*—(*a*) Schemes eligible for a grant exceeding Rs. 2,500 are sanctioned by Government for inclusion in the approved list, schemes eligible for a grant of Rs. 2,500 and less are sanctioned by the Director of Public Instruction but in the case of secondary schools for boys and training schools for masters schemes for which the grant payable does not exceed Rs. 500 are sanctioned by the Divisional Inspectors of Schools.

(*b*) Payment of grant on all schemes except those sanctioned by the Divisional Inspectors of Schools is authorized by the Director of Public Instruction. The amount required for disbursement of grants for the schemes sanctioned by the Divisional Inspectors is placed at their disposal of, by the Director of Public Instruction and payment is authorized by them.

CHAPTER X.—GRANTS TO ENABLE VILLAGERS TO ERECT AND EQUIP VILLAGE SCHOOL-HOUSES.—*Cancelled.*

CHAPTER XI.—BOARDING GRANTS TO INDIAN ORPHANAGES AND BOARDING HOMES FOR DESTITUTE CHILDREN.

62. *Objects and conditions of aid.*—In addition to ordinary grants of all descriptions, a special grant may be made to Indian orphanages and boarding homes for Indian destitute pupils in aid of boarding charges :

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Provided that such grants shall not exceed three-fourths of the net boarding charges of the institution subject to a maximum limit, calculated at Rs. 8 a month for each certified free destitute pupil in the case of institutions in places other than hill stations and at Rs. 12 a month for such pupils in the case of institutions functioning in hill stations :

Provided also that such grant shall not be admitted on behalf of a pupil whose age on the 1st July of the year under consideration—

(*a*) exceeded eighteen but was below six years in the case of a boy ; and

(*b*) exceeded eighteen but was below five years in the case of a girl.

Explanation.—Pupils from whom a nominal fee not exceeding Rs. 9 in a year is collected shall be considered free for purposes of the above rule and also of note (1) under rule 64.

63. In support of a claim for grant for the first time in respect of every pupil, a certificate testifying to his or her destitution in the form prescribed in Appendix X (i), if the pupil is an orphan, and in Appendix X (ii), if the pupil is a non-orphan should be produced from the Tahsildar, or the Deputy Tahsildar in independent charge, according as the pupil belongs to a ryotwari or a zamindari taluk. In the case of pupils belonging to the Madras City, a certificate should be given by the Collector of Madras or the Chief Presidency Magistrate. These certificates must be filed in the orphanage or boarding home for reference.

64. Only institutions which the primarily orphanages and which make suitable arrangements for the education of the inmates in recognized schools shall be admitted to aid.

NOTE.—(1) An orphanage or boarding house for Indian destitute pupils shall not be eligible for aid under this chapter unless at least 50 per cent of its inmates on the 1st July of the year under consideration are orphan or non-orphan free certified destitutes within the prescribed age-limits and reading in recognized schools.

(2) The term " orphan " used in these rules means a child which has lost either or both of its parents.

(3) The possession of a trifling income by the parent of a child does not necessarily exclude the child from the category of " destitute". " Trifling income " means a gross income of Rs. 300 (rupees three hundred) and below per annum under all sources.

Children whose parents are in receipt of an annual gross income exceeding Rs. 300 (rupees three hundred) will not be eligible for any boarding grant.

The occupation of the parent(s) is ; the annual gross income from all sources of the parent(s) is Rs. per annum.

(G.O. No. 804, Education, dated 2nd May 1955.)

(4) " Boarding charges " for the purpose of the grant shall comprise only the following :—

(i) Cost of foodstuffs.

(ii) Pay of cook and other servants, if any, employed for the purpose of cooking and serving meals.

(iii) Contingencies, i.e., sundry expenses connected with the provision of meals.

(5) The net boarding charges shall be arrived at by deducting from the boarding charges (*a*) the wages, if any, earned by the inmates paying no fees or only nominal fees and (*b*) the fees, if any, collected including the nominal fees referred to in the explanation under rule 62.

(6) No inmate shall be eligible for a grant under this chapter, unless he is a native of the Madras Presidency.

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65. *Applications for aid.*—Application for grants under this chapter shall be made in the prescribed form (Appendix V) and shall be submitted to the Director of Public Instruction through District Educational Officer, so as to reach him not later than the 1st of August of each year.

66. *Boarding grant—Procedure.*—As soon as an application for grant-in-aid under this chapter is received, the local District Educational Officer shall investigate the case. The application should not be considered unless the investigating officer is satisfied that the education provided by the orphanages or boarding home for destitute children is suitable and that the accounts of the orphanage or the boarding home show that it is not conducted for private profit. A medical officer should invariably be consulted by the District Educational Officer on matters relating to the sanitary condition of the buildings and their surroundings. The District Educational Officer shall then submit the application along with his recommendation to the Director of Public Instruction who will sanction the grant at the rate fixed in rule 62.

67. *Payment of grants.*—The grant shall be drawn on a bill prepared in the prescribed form (Appendix G) countersigned by the District Educational Officer.

CHAPTER XII.—TEACHING GRANT ON BEHALF OF RURAL COLLEGE FOR ADULTS.

68. *Average daily attendance of students.*—A grant shall not be given to a rural college which has not for the previous official year an average daily attendance of fifteen students.

69. *Number of working days.*—A rural college shall not ordinarily be eligible for the full grant which can be sanctioned for it unless it worked for 180 days in the previous academic year.

70. *Definition of a full working day.*—A full working day shall consist of not less than one hour and 45 minutes.

71. *Qualifications of staff.*—The qualifications of the staff shall be in accordance with rules 162 and 163 of the Madras Educational Rules.

72. *Subjects of instruction.*—The subjects of instruction and standard of examination shall be such as are approved by the Director of Public Instruction.

73. *Fixing the amount of grant.*—The amount of grant-in-aid to rural colleges shall be fixed by the Director after a consideration of all the circumstances of the case. Grant payable to a college in any one year will not exceed two-thirds of the approved net cost for the preceding financial year. For purposes of this rule, the Director shall determine what items may be considered as receipts and approved expenditure.

74. *Application for aid.*—Application for grants on behalf of rural colleges shall be made in the prescribed form (Appendix J). A financial statement in the prescribed form (Appendix F) bearing the countersignature of a competent auditor not in any way connected with the college shall be submitted to the Director through the District Educational Officer not later than 1st May. The decision of the District Educational Officer as to whether any person is a competent auditor will be final.

75. *Payment of grant.*—Grants will be drawn on a bill prepared in the prescribed form (Appendix G) and countersigned by the District Educational Officer.

APPENDIX A.

(Chapter III, Rule 17.)

APPLICATION FOR ADMISSION TO AID ON BEHALF OF AN ELEMENTARY SCHOOL.

Cancelled.

APPENDIX B.

(Chapter III, Rules 18 and 20.)

LIST OF RECOGNIZED AND AIDED ELEMENTARY SCHOOLS FOR BOYS AND GIRLS IN   DISTRICT DURING THE YEAR 19   –19   .

Cancelled.

APPENDIX C.

(Chapter III, Rule 21.)

Cancelled.

APPENDIX D.

(Chapter III, Rule 22.)

Cancelled.

APPENDIX E.

(Chapter IV, Rule 29.)

APPLICATION FOR TEACHING GRANTS ON BEHALF OF A SECONDARY SCHOOL.

1. Name and address of the school.
2. Society, association or person owning the school.
3. Correspondent.
4. Forms and classes under instruction with strength of each.
5. Fees levied in each form or class per term.
6. Names of teachers with qualifications and monthly salary of each.
7. Description of endowments with yearly income from each.
8. Amount which the management proposes to spend on the school yearly exclusive of any amount required for payment of scholarships and for meeting any loss of fee income due to levy of fees at less than standard rates.
9. Remarks.

DECLARATION.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-Aid Code are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No.   , dated   ; and that I am prepared to subject the institution together with its current endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.

STATION

Date

13th February 1959]

APPENDIX F.

(Chapter IV, Rule 37 and Chapter V, Rules 44 and 46.)

FINANCIAL STATEMENT FOR USE IN SECONDARY SCHOOLS AND COLLEGES.

The total on the receipts side (excluding A) should agree with the total on the expenditure side.

Receipts side.

1. The amount shown against item A should agree with the amount shown in the fee returns as fees due for the official year.

Expenditure side.

2. Item 1 should be supported by a separate statement in the form given below showing the names of the teachers employed, their monthly salaries and the total salary paid to each.

3. Item 2 should be supported by a separate statement in the form given below showing the designation of the servants, etc., their monthly salaries and the total salary paid to each.

4. Item 6 should be supported by a statement showing the details of the expenditure and in particular accounting separately for each item exceeding Rs. 10.

Serial number.	Name of teacher or servant.	Designation.	Period for which employed.	Monthly salary.	Total salary.	Salary actually paid.
				RS. A. P.	RS. A. P.	RS. A. P.
			Total ..			

CERTIFICATE.—I hereby certify that the expenditure shown above was actually incurred by the management and that the salary actually paid is correctly stated.

Date

Correspondent.

NOTE.—For purposes of this statement "Salary actually paid" means the amount actually received by each teacher or servant for his personal use or maintenance, no part of which is surrendered or appropriated for the purposes of the school. In the case of honorary or quasihonorary workers the normal or assumed salary may be shown under "Monthly salary" the real amount paid, if any, being shown under "Salary actually paid."

SCHOOL / COLLEGE

FINANCIAL STATEMENT FOR THE YEAR 195 –195 .

Receipts.	Amount. RS. A. P.	Expenditure.	Amount. RS. A. P.
A. Fees due at standard rates April 19 to March 19 .		Expenditure on—	
		1. Teaching staff (as shown in the detailed statement attached).	
1. Amount brought forward from the last year's accounts.		2. Servants including writer (as shown in the detailed statement attached).	
2. Income from endowments ..		3. Rents	
3. Subscriptions and donations ..		4. Taxes	
4. Actual receipts by fees—		5. Ordinary repairs and upkeep.	
(a) Ordinary		6. Contingencies	
(b) Special		7. Scholarships	
5. Grants-in-aid received—		8. Prizes	
(a) Teaching		9. New buildings	
(b) Building		10. Furniture	
(c) Furniture and apparatus ..		11. Science apparatus and materials.	
(d) Endowments		12. Other appliances for teaching.	
6. Miscellaneous receipts		13. Library	
7. Amount contributed by management for the upkeep of the school during the year.		14. Gymnasium and games ..	
		15. Outlay not falling under the above heads.	
		16. Amount carried over to the next year's account.	
Total ..			

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CERTIFICATE.—(1) On behalf of the management, I hereby certify that the expenditure shown in the above statement under items 1–6 has been actually incurred and that no part of it relates to scholarships or to articles for which a special grant is sanctionable under the Grant-in-Aid Code.

STATION

Date

Correspondent.

(2) I hereby certify that I have audited the accounts of the College/School for the year and that the receipts and expenditure shown in the above statement are correctly stated and supported by proper vouchers.

STATION

Date

Auditor.

APPENDIX G.

(Rules 38 and 67.)

BILL FOR TEACHING/BOARDING GRANTS ON BEHALF OF COLLEGES./SCHOOLS./ORPHANAGES.

1. If there are more schools than one under the same management, the grants of all the institutions except those on behalf of elementary schools should be drawn in the same bill, but the names and class of the institutions and the amounts for each should be entered in two separate sheets of paper, one to be attached to the original and the other to the copy of the bill.

2. The sanction under which the grants are claimed should invariably be given in the place provided in the bill.

3. Bills for a year should be drawn and cashed before the 15th March of that year.

District

Grant-in-aid bill of

for the year ending 31*st March* 19 .

Payable from Provincial Funds.

district
Voucher No.
of the month of
19 .

Teaching/Boarding grants.

			RS. A. P.
Teaching grants sanctioned in Proceedings of the Director of Public Instruction, No. dated	Colleges	Men ..	
		Women ..	
	Secondary schools ..	Boys ..	
		Girls ..	
	Special—Training schools.	Masters ..	
		Mistresses ..	
	Special—Technical schools.	Boys ..	
		Girls. ..	
	Special —Others ..	Boys ..	
		Girls ..	
	Boarding ..	.. ..	
	Total ..	Boys ..	
		Girls ..	
		Total ..	

(In words) Rupees

STATION

Correspondent.

Date

Countersigned.

District Educational Officer.
Superintendent of Sanskrit Schools.

Date

Pay Rupees

Treasury Accountant.

Treasury Officer.
Date

Contents received.

Date

Correspondent.

APPENDIX GG.

(Chapter V-A, Rule 44-B.)

APPLICATION FOR GRANTS TOWARDS RENT TO HOSTELS.

1. Name of the school or college.
2. Society, association or person owning the school.
3. Correspondent.
4. Forms and classes in which the students, for whom hostel accommodation is proposed, are reading with the number in each.
5. Total rent paid to the owner of the building.
6. Rent collected from students.
7. Rent paid by the management from its own funds.
8. Remarks.

APPENDIX H.

(Chapter VI, Rule 46.)

APPLICATION FOR TEACHING GRANTS ON BEHALF OF TRAINING SCHOOLS.

1. Name and address of school.
2. Serial number in training school list.
3. Society, association or person owning the school.
4. Correspondent.
5. Training classes with strength of each.
6. Names of teachers employed in the training school with qualifications and monthly salaries.
7. Standards in practising school with strength of each.
8. Names of teachers permanently employed in the practising section with qualifications and monthly salaries.
9. Description of endowments with yearly income from each.
10. Amount which the management proposes to spend yearly on the school.
11. Remarks.

DECLARATION.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-Aid Code are being, and will continue to be fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. , dated ; and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.

STATION

Date *Correspondent.*

APPENDIX J.

(Chapter VI, Rule 46.)

APPLICATION FOR TEACHING GRANTS ON BEHALF OF TECHNICAL, INDUSTRIAL AND ART SCHOOLS.

1. Name and address of school.
2. Serial number in special school list.
3. Society, association or person owning the school.
4. Correspondent.
5. Subjects of instruction with classes and strength of each class.
6. Names of teachers employed with their qualifications, the subjects taught by each, and their monthly salaries.
7. Description of endowments with yearly income from each.
8. Amount which the management proposes to spend yearly on the school.
9. Remarks.

DECLARATION.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-aid Code are being, and will continue to be fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. , dated ; and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.

STATION

Date *Correspondent.*

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APPENDIX K.

(Chapter VII, Rule 47.)

Application for stipendiary grants in training schools.

Name of school.	Names of pupils.	Caste.	Age.	Native town or taluk.	Public examination already passed or school-leaving certificate obtained with class and year.	Date of admission into the training class.	Grade for which the student is to be trained.	Amount of subsidiary grant sought per mensem.	Date from which grant is required and for what period.	Previous occupation of the student.	If a teacher, length of service as such.	School, if any, to which the student returns after training.	Period for which stipendiary grant has already been drawn for the grade.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
			YRS.					RS.						

Declaration.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-aid Code are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by proceedings of the Director of Public Instruction No. , dated ; and that I am prepared to subject the institutions, together with its current, endowment and trust accounts its, establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.

Station

Date

Correspondent.

APPENDIX L.

(Chapter VII, Rule 50.)

Grants towards stipends in training schools.

District.

Grant bill for the month of

for the *training school.*

district
Voucher No.
of the month of
195 .

RS. A. P.

Stipendiary grants sanctioned by the District Educational Officer in No. , dated

Grants-in-aid.	Training schools.	for masters	.. ..
		for mistresses	.. ..

(In words) Rupees Total ..

1. Certified that the grants drawn in the previous month have been disbursed to the students for whom they were sanctioned.

2. Certified that the students for whom stipendiary grants are claimed in this bill have been on the rolls during the month.

Station

Date

Correspondent.

Pay Rupees.

Treasury Accountant.

Treasury Officer.
Date.

Contents received.

Date

Correspondent.

13th February 1959]

APPENDIX LL.

(Chapter VIII, Rule 52.)

INSTRUCTIONS AS TO THE SANITARY AND HYGIENIC REQUIREMENTS TO BE OBSERVED IN THE DESIGNING AND CONSTRUCTION OF SCHOOL BUILDINGS IN THE STATE OF MADRAS

Selection of sites.

In the selection of site the following points should be weighed against considerations of economy convenience, proximity to houses of parents, etc. :—

(i) A site should not be selected if its natural position is in a hollow or in the neighbourhood of high trees, or houses which prevent the free circulation of air and the access of sunlight to the school buildings. Shady trees are, however, of value, *in the playground*, provided that they do not unduly reduce the space available for play and are not planted so close to the school buildings as to obstruct the entry of light into the class rooms, or in course of time, to cause damage to the structure.

(ii) Made soil should be avoided and, as far as possible, all soils which are specially retentive of moisture.

(iii) Sufficiency of space is important, and in this connexion the possibility of future extension and the necessity of giving subsequent class rooms the proper orientation should be borne in mind.

(iv) Channels and tanks in the vicinity are a disadvantage.

(v) The presence of rank vegetation, more especially prickly-pear, is objectionable.

(vi) The neighbourhood of trusty and noisy roads and of shops or factories should, as far as possible, be avoided.

2. All site plans should show the nature of the surroundings, the height of the neighbouring buildings, the north point and the direction of the prevailing wind.

Orientation of buildings.

3. This will differ for different parts of the State and will depend chiefly on the best way to secure perflation of air. Subject to this the more buildings are lighted from the north the better.

Floor space.

4. When funds are available, they should be utilized in providing floor space in excess of the following *minimum* requirements :—

For elementary schools	9½	square feet per pupil.
For secondary schools	11	do.
For training colleges and technical schools	15	do.

Rooms which are intended to be used for practical work, such as laboratories, drawing rooms, workshops, etc., should be carefully designed with a view to the nature of the work and the number of students to be accommodated.

Composition of floors.

5. It is desirable that the floors should be made of a material which will admit of their being washed with water Stone flagging or something better must be aimed at in rooms where desks or benches can be provided. Where the pupils have to sit on the floor, stone floors need not be insisted on if objected to. At the same time it must be recognized that from the hygienic point of view they are to be preferred and the objection on the score of their coldness can be met by providing boards or mats. But where this is done, the greatest care must be taken to ensure that the mats are kept scrupulously clean.

Seating arrangements.

6. The general principles which should govern the construction of desks are set forth in Annexure (i). Where dual desks are used, the desks may be arranged most suitably as shown n diagram, Annexure (ii).

7. Forms without backs and desks are objectionable ; type designs for desks are issued by the department.

8. Pupils should be seated in rows with the main light falling from the left side ; they should never face the light. The same remarks applies to the teachers.

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Windows.

9. Windows serve two purposes—

(*a*) Admission of light.

(*b*) Admission of air.

10. They should be placed at regular distances so as to ensure uniformity of light.

11. Window sills should not be more than 4 feet from the ground in rooms in which the scholar are seated at desks. When pupils sit on the floor the sills should come to within 2½ feet or 3 feet of the floor level. Windows for subsidiary lighting may have their sills more than 4 feet from the floor.

12. The window area should not be less than one-fifth of the floor area and whenever possible the principle lighting should be from the north.

Doors.

13. Class rooms should not have to be used as passages from one part of the building to another. They should consequently not open into one another but into passages or verandas. No class room should have more than two doors and in most cases is preferable. The door or doors should be at the teacher's end of the room.

Height of class rooms.

14. The minimum height of the room in secondary schools, training colleges and technical schools should be 12 feet to the tie beam when the room has an open sloping roof and 14 feet to the under side of the joists where the room has a terraced ceiling. In elementary schools the minimum height should be 10 feet and 12 feet, respectively.

Ventilation.

15. Unless there are windows reaching to the top of the wall and capable of being opened, ventilators are necessary near the top of the wall. The ventilators should be regularly distributed in the same way as the windows. For each pupil 48 square inches of open ventilator should be provided.

Dimensions and fittings of class rooms.

16. It is important that no school or class room should be more than 24 feet in width, or otherwise the rows of pupils will be too long to be properly controlled by the teacher. The length of a room must depend on the number of classes to be held in it. In the case of a school divided into a number of class rooms, the dimensions of any room should not exceed 24 feet × 25 feet, that is, an approximate square. If it is admitted that a square is the best area for teaching purposes the length of a class room in a one-roomed school should approximate closely to some multiple of the width. Ample wall blackboard space should be provided especially on the wall at the teacher's end of the room which should be unbroken by doors, windows or cupboards. Cupboard recesses in other walls should be provided also recesses with open shelving. Rails under the cornice for hanging maps, pictures and diagrams are essential. The smallest class room for 40 boys in dual desks should be 21 feet wide and 23 feet long. The arrangement of such a room is shown in the enclosed diagram No. C.A. 306 of 1917, Annexure (ii). To accommodate similarly desks of larger dimensions those of the room must be proportionately increased.

Roofs.

17. The roof should, as far as possible, be impervious to heat.

Sanitary arrangements.

18. Latrines should not be placed nearer than 40 feet to any school building. They should be so situated that the prevailing wind will not blow from them in the direction of the school.

19. The type designs of the sanitary department should be consulted when planning latrines.

20. For boys' schools separate urinals and latrines should be provided. Separate accommodation should in all schools be provided for the teaching staff.

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21. The number of latrine seats should be on the following scale :—

		Girls.	Boys.			Girls.	Boys.
Under	30 children ..	2	1	Under	150 children ..	6	3
,,	50 ,, ..	3	2	,,	200 ,, ..	8	4
,,	70 ,, ..	4	2	,,	300 ,, ..	12	5
,,	100 ,, ..	5	3	,,	500 ,, ..	20	8

22. In addition there should be urinals for boys at the rate of six urinal compartments, each 20 inches wide for every 100 boys, or if separate urinals are not provided the number of latrine seats should be correspondingly increased.

23. If the flush-out system of latrines is in vogue, the number of water closets should be on the following scale :—

Number of pupils.	Scale of water-closets.		Number of pupils.	Scale of water-closets.	
	Girls.	Boys.		Girls.	Boys.
25	1	1	150	6	3
50	2	1	200	8	4
75	3	2	300	12	5
100	4	2	500	20	8

In addition provision should be made for urinals at 6 per 100 boys.

NOTE.—It is not intended that all these classes should be applied in the case of elementary schools. In preparing plan for elementary school buildings only such points as refer specifically to elemntary schools or ar : applicable to all classes of schools should receive attention.

ANNEXURE (i).

The requirements of suitable desks and seats are that the pupil should sit with body fairly vertical for writing and be able to lean back for reading without any danger of curvature of the spine in either case. He should not stoop or lounge or sit in any way, askew, and the book or paper should rest at a comfortable distance below his eyes.

Not more than 4 pupils should be seated at one desk. Individual chairs and tables to suit pupils may be used in all forms or classes. (G.O. Ms. No. 2261, Education, dated 23rd August 1951.)

The following table of measurements is intended as a guide to school managements in the construction of desks and seats :—

TABLE.

Measurements in inches.

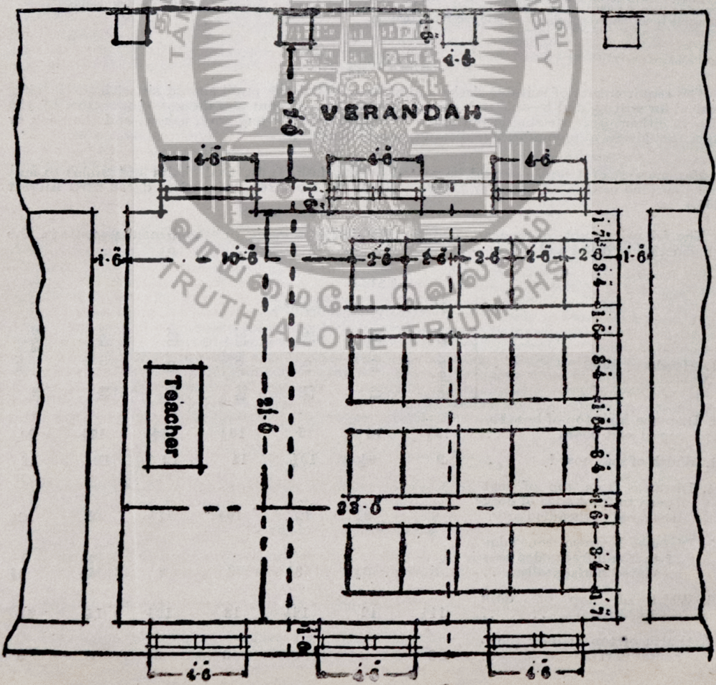
1. Height of pupil	Below 48.	48 to 51.	52 to 55.	56 to 59.	60 to 63.	64 to 67.	68 and above.
2 Distance from top of base to top of seat board ..	12½	14	15	16½	18¼	19¼	20
3. Width of seat board ..	9	9½	10¾	11	12	12	12
4. Distance from top of seat board to front edge of desk measured perpendicularly.	9	9½	10	10¾	11½	12	12½
5. Distance between front edge of desk and front edge seat measured horizontally ..	3	3½	3½	4	4	4½	4½
6. Width of top of desk (inclined part)	11½	12	12½	13	13½	14	14
7. Width of top of desk (horizontal part). ..	3	3	3	3	3	3	3

Measurements in inches.

	Below 48.	48 to 51.	52 to 55.	56 to 59.	60 to 63.	64 to 67.	68 and above.
8. Depth of book-shelf ..	10	10	10	10	10	10	10
9. Distance of same from top of desk	5	5	5	5	5	5	5
10. Slope of back of seat ..	1	1	1	1	1	1	1
11. Distance from top of seat board to top of back of seat measured perpendicularly.	9	9½	10	11	12	12½	13
12. Distance from top of base to back edge of desk ..	23½	25½	27	29½	32	33½	3 5
13. Footrest	Front edge flush with base : back edge 1 inch above base						
14. Spacefor each pupil ..	18	19	20	21	21	22	23

ANNEXURE (ii).

Diagrams C.A. No. 306-17 (printed below).



13th February 1959]

APPENDIX M.

(Chapter VIII, Rule 53.)

APPLICATION FOR APPROVAL OF A BUILDING SCHEME IN RESPECT OF

SCHOOL / COLLEGE AT IN THE DISTRICT OF

1. Number and date of the proceedings or memorandum recognizing the school under the Madras Educational Rules.

2. Brief history of the institution from the date of its establishment to the date of application tracing its growth and development and furnishing among other things an accurate account of its financial condition—

NOTE.—(1) This need not be given if a reference to a history previously given can be furnished.

(2) The names and designations of the persons who form the committee of managements should be specified.

3. The strength of the different classes or forms as it stood on the 31st March of every year for five years preceding the year in which the application is submitted—

——	19 .	19 .	19 .	19 .	19 .	Number of pupils in each class on the date of application.	Number of pupils that can be accommodated in each class room.
VI form							
V ,, ...							
IV ,, ...							
III ,, ...							
II ,, ...							
I ,, ...							
5th class							
4th ,, ...							
3rd ,, ...							
2nd ,, ...							
1st ,, ...							
Total ..							

Class room.	Area.	Class room.	Area.	Class room.	Area.
A		G		N	
B		H		O	
C		J		P	
D		K		Q	
E		L		R	
F		M		S	

NOTE.—If there be any striking variations in the strength as shown above, such variations should be accounted for.

4. Character of and necessity for the proposed work in detail—

5. (i) Is a sketch plan of the proposed site and building attached ?

(ii) Does it show—

(*a*) The relation of the proposed building or extension to the existing buildings ?

(*b*) Any alteration in existing buildings necessitated by it ?

(*c*) The purpose to which the existing buildings are now put ?

(*d*) The purpose to which they will be put when the new buildings or extension is complete ?

NOTE.—Any notes that cannot be conveniently inserted in the plans may be given under each of the above headings.

6. (*a*) Probable cost of the proposed work.

(*b*) Whether the $\frac{\text{manager}}{\text{management}}$ has the necessary funds to complete the work in case the scheme is approved.

(*c*) Whether the managing body has been registered under the Indian Companies Act of 1913 or any other Act and if so, whether attested copies of the Memorandum of Association and the Articles of Association are submitted.

(*d*) If the scheme relates to the purchase of site, declaration that it is the cheapest suitable site.

(*e*) Amount of building grants drawn by the institution in previous years with the number and date of the sanction and the purposes for which given (particulars should be given for 40 years).

(*f*) If the scheme relates to the construction of hostel, declaration that the hostel will be managed according to rules approved by the Director of Public Instruction.

(g) The annual expenditure incurred in the upkeep of the institution and how much of it is met from—

	Fees. (1) RS.	Government grant. (2) RS.	Other sources. (3) RS.	Manager's funds. (4) RS.	Total. (5) RS.
19 - ..					
19 - ..					
19 - ..					
19 ..					
19 - ..					
Total ..					

7. Inspecting Officer's remarks about accommodation from his inspection reports for the two previous years.

8. Director's review of such remarks.

STATION

Date 19 .

Manager/Correspondent.

Inspecting Officer's remarks and recommendations—

APPENDIX N.

[Chapter VIII, Rule 53 (ii).]

FORM OF COMPLETION CERTIFICATE.

Name or nature of work—

Amount of the approved estimate, Rs.

Certified that the above work, which has been in my charge, has been carried out according to the approved plan and estimate in a satisfactory manner with the following exceptions :—

(Here enter items of deviation with particulars as to dimensions and cost.)

That the deviations are not of such a nature as to affect the stability or the suitability of the building, and that, in my opinion, the deviations would have resulted in saving / cost and excess of Rs. above / under the approved estimate.

STATION

Date 19 .

(Signature)

Designation of Officer.

APPENDIX O.

(Chapter VIII, Rule 54.)

THIS INDENTURE made this day of one thousand nine hundred and between hereinafter called the mortgagor / mortgagors of the one part and His Excellency the Governor of Madras (hereinafter called "the Governor" which expression shall where the context admits include his successors in office and assigns) of the other part WHEREAS the mortgagor is / mortgagors are well and truly entitled to and possessed of the piece or parcel of land particularly described in the schedule hereunder written and has erected and built a school house and other buildings thereon / with the buildings thereon and has enlarged and improved such buildings at an actual cost of Rupees AND WHEREAS the mortgagor has / mortgagors have in accordance with the provisions of the Grant-in-Aid Code of the Madras Educational Department now in force in the State of Madras applied to the Government of Madras (hereinafter called "the Government" for a grant-in-aid of the sum of Rupees being part of the said sum of Rupees and has / have submitted to the Government the vouchers and certificates referred to in rules 53, 54 and 55 of the said Grant-in-Aid Code as to the cost and completion of such buildings / alterations and WHEREAS the Government have consented and agreed to make the said grant in the manner provided in Chapter VIII of the said Grant-in-Aid Code upon the mortgagor / mortgagors entering into the covenants on his / their part and giving the security hereinafter contained NOW THIS INDENTURE WITNESSETH that in consideration of the said agreement to make a grant up to a maximum of Rupees and the sum

of Rupees only a part thereof now paid by the Government to the mortgagor/mortgagors as he/they the mortgagor doth/mortgagors do hereby acknowledge he/they the mortgagor doth/mortgagors do hereby for himself/themselves his/their respective heirs executors administrators legal representatives and assigns covenant with the Governor that he/they the mortgagor/mortgagors or his/their heirs executors administrators legal representatives or assigns will from time to time and at all times so long as the said buildings shall be used for the purposes of the said school conduct and manage such school or cause such school to be conducted and managed by the person for the time being in charge of the same in accordance with the rules and regulations for the time being in force in the Madras Educational Department so far as the same respectively are applicable to the said school AND will not prior to the lapse of years from the date hereof divert or allow to be diverted the said piece or parcel of land particularly described in the schedule hereunder written or any part or portion thereof and/or the buildings and erections now being or which may hereafter be thereon to other than educational purposes approved by the Government AND will during such period keep such buildings in good and substantial order and repairs so that the same may be always efficient for use for the purposes of the said school AND will in the event of the said piece or parcel of land particularly described in the schedule hereunder written or any part or portion thereof and/or the buildings and erections now being or which may hereafter be thereon prior to the lapse of such period ceasing to be used for educational purposes approved by the Government forthwith repay to the Government a sum which shall bear a like proportion to the amount hereby advanced as the unexpired number of years of the period of years limited herein bears to the total number of years so limited PROVIDED always that nothing herein contained shall be deemed to prevent the use by the mortgagor/mortgagors his/their heirs executors administrators legal representatives or assigns or the person or persons for the time being in charge of the said piece or parcel of land particularly described in the schedule hereunder written or any part or portion thereof and/or the buildings and erections now being or which may hereafter be thereon out of the hours during which the same should be used for the objects of such school for such other reasonable and proper purposes other than educational as the mortgagor/mortgagors his/their heirs executors administrators legal representatives or assigns or the person or persons for the time being in charge of the said buildings may direct AND THIS INDENTURE FURTHER WITNESSETH that in consideration of the said agreement to make a grant up to a maximum of Rupees and the sum of Rupees only a part thereof now paid as aforesaid the mortgagor/mortgagors doth/do and each of them doth hereby grant convey and assign unto the Governor all that piece or parcel of land particularly described in the schedule hereunder written together with all and singular the buildings and erections now being or which may hereafter be thereon AND all rights easements and appurtenances whatsoever usually held or connected therewith or reputed to belong or be appurtenant thereto AND also all furniture fixtures fittings maps and other school apparatus school books and chattels for the time being in and belonging to or used or to be used for the said school and all the estate right title interest claim and demand of the mortgagor/mortgagors and each of them into and upon the said hereditaments and premises TO HAVE and TO HOLD the said piece or parcel of land hereditaments chattels and effects, and all other the premises expressed to be hereby assured unto the Governor and according to the nature and tenor thereof respectively UPON TRUST to permit the same hereditaments and premises to be used by the mortgagor/mortgagors his/their heirs executors administrators legal representatives or assigns or his or their nominee or nominees as a school for and with power in case the mortgagor/mortgagors his/their heirs executors administrators legal representatives or assigns shall fail to pay on demand the sum then due and payable in manner hereinbefore provided to sell and absolutely dispose of the said hereditaments and premises and apply the proceeds of such sale after payment thereout of all costs and expenses attending the same in or towards recouping or reimbursing to the Government the said grant-in-aid or sum then due and payable hereunder as aforesaid and to pay the surplus if any to the mortgagor/mortgagors his/their heirs executors administrators legal representatives or assigns PROVIDED ALWAYS that the Governor shall not exercise the said power of sale unless and until he shall have caused to be served on the mortgagor/mortgagors his/their heirs executors administrators legal representatives or assigns a notice in writing requiring payment of the sum then due and payable hereunder and default has been made in payment thereof for three months after such service PROVIDED ALWAYS and it is hereby agreed and declared that at the expiration of the said period of years hereinbefore referred to the Governor shall in the event of the covenants hereinbefore contained on the part of the mortgagor/mortgagors his/their heirs executors administrators legal representatives or assigns having been in the meantime duly performed and observed reconvey and reassign at his or their cost unto the mortgagor/mortgagors his/their heirs executors administrators legal representatives or assigns or as he or they may direct all and singular the piece or

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parcel of land hereditaments chattels goods or other premises hereby expressed to be granted conveyed or assigned.

IN WITNESS whereof the said and Director of Public Instruction for the State of Madras acting on behalf of and by the order and direction of the Governor of Madras have hereunto set their respective hands and seals the day and year first above written.

Schedule to which the above-written indenture refers.

All that piece or parcel of land situated at in the district of and taluk of and in the sub-registration district of and registration district of bounded on the north side thereof by on the south side thereof by on the east side thereof by and on the west side thereof by and containing together in the whole by admeasurement (be the same a little more or less) and all which said piece or parcel of land was formerly in the occupation of but is now in the occupation of

Signed sealed and delivered by the abovenamed in the presence of }

Signed sealed and delivered by the abovenamed in the presence of }

APPENDIX P.

(Chapter VIII, Rule 54.)

THIS INDENTURE made this day of one thousand nine hundred and between hereinafter called the $\frac{\text{mortgagor}}{\text{mortgagors}}$) of the one part and His Excellency the Governor of Madras (hereinafter called "the Governor" which expression shall where the context admits include his successors in office and assigns) on the other part WHEREAS the $\frac{\text{mortgagor}}{\text{mortgagors}}$ $\frac{\text{has}}{\text{have}}$ purchased at the price of Rupees for the purposes of a school and $\frac{\text{is}}{\text{are}}$ well and truly entitled to and possessed of the piece or parcel of land particularly described in the schedule hereunder written with the buildings thereon AND WHEREAS the $\frac{\text{mortgagor}}{\text{mortgagors}}$ $\frac{\text{has}}{\text{have}}$ in accordance with the provisions of the Grant-in-Aid Code of the Madras Educational Department now in force in the State of Madras applied to the Government of Madras (hereinafter called "the Government") for a grant-in-aid of the sum of Rupees being part of the said purchase money and $\frac{\text{has}}{\text{have}}$ submitted to the Government the certificate referred to in rules 53, 54 and 55 of the said Grant-in-Aid Code as to the value of the said buildings and WHEREAS the Government have consented and agreed to make the said grant in the manner provided in Chapter VIII of the said Grant-in-Aid Code upon the $\frac{\text{mortgagor}}{\text{mortgagors}}$ entering into the covenants on $\frac{\text{his}}{\text{their}}$ part and giving the security hereinafter contained now THIS INDENTURE WITNESSETH that in consideration of the said agreement to make a grant up to a maximum of Rupees and the sum of Rupees only a part thereof now paid by the Government, receipt whereof the $\frac{\text{mortgagor doth}}{\text{mortgagors do}}$ hereby acknowledge $\frac{\text{he}}{\text{they}}$ the $\frac{\text{mortgagor doth}}{\text{mortgagors do}}$ hereby for $\frac{\text{himself}}{\text{themselves}}$ $\frac{\text{his}}{\text{their respective}}$ heirs executors administrators legal representatives and assigns covenant with the Governor that $\frac{\text{he}}{\text{they}}$ the $\frac{\text{mortgagor}}{\text{mortgagors}}$ $\frac{\text{his}}{\text{their}}$ heirs executors administrators legal representatives or assigns will from time to time and at all times so long as the said building shall be used for the purposes of the said school conduct and manage such school or cause such school to be conducted and managed by the person for the time being in charge of the same in accordance with the rules and regulations for the time being in force in the Madras Educational Department so far as the same respectively are applicable to the said school AND will not prior to the lapse of years from the date hereof divert or allow to be diverted the said piece or parcel of land particularly described in the schedule hereunder written or any part or portion thereof $\frac{\text{and}}{\text{or}}$ the buildings and erections now being or which may hereafter be

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thereon to other than educational purposes approved by the Government and will during such period keep such buildings in good and substantial order and repair so that the same may be always efficient for use for the purpose of the said school and will in the event of the said piece or parcel of land particularly described in the schedule hereunder written or any part or portion thereof and/or the buildings and erections now being or which may hereafter be thereon prior to the lapse of such period ceasing to be used for educational purposes approved by the Government forthwith repay to the Government a sum which shall bear a like proportion to the amount hereby advanced as the unexpired number of years of the period of years limited herein bears to the total number of years so limited PROVIDED always that nothing herein contained shall be deemed to prevent the use by the mortgagor/mortgagors his/their heirs executors administrators legel representatives or assigns or the person or persons for the time being in charge of the said piece or parcel of land particularly described in the schedule hereunder written or any part or portion thereof and/or the buildings and erections now being or which may hereafter be thereon out of the hours during which the same should be used for the objects of such school for such other reasonable and proper purposes other than educational as the mortgagor/mortgagors his/their heirs executors administrators legal representatives or assigns or the person or persons for the time being in charge of the said buildings may direct AND THIS INDENTURE FURTHER WITNESSETH that in consideration of the said agreement to make a grant up to a maximum of Rupees and the sum of Rupees only a part thereof now paid as aforesaid the mortgagor/mortgagors doth/do and each of them doth hereby grant convey and assign unto the Governor all that piece or parcel of land particularly described in the schedule hereunder written together with all and singular the buildings and erections now being or which may hereafter be thereon and all rights easements and appurtenances whatsoever usually held or connected therewith or reputed to belong or be appurtenant thereto and also all furniture fixtures fittings map and other school apparatus school books and chattels for the time being in and belonging to or used or to be used for the said school and all the estate right title interest claim and demand of the mortgagor/mortgagors and each of them into and upon the said hereditaments and premises TO HAVE and TO HOLD the said piece or parcel of land hereditaments chattels and effects and all other the premises expressed to be hereby assured unto the Governor according to the nature and tenor thereof respectively UPON TRUST to permit the same hereditaments and premises to be used by the mortgagor/mortgagors his/their heirs executors administrator legal representatives or assigns or his or their nominee or nominees as a school for

AND with power in case the mortgagor/mortgagors his/their heirs executars administrators legal representatives or assigns shall fail to pay on demand the sum then due and payable in manner hereinbefore provided to sell and absolutely dispose of the said hereditaments and premises, and apply the proceeds of such sale after payment thereout of all costs and expenses attending the same in or towards recouping or reimbursing to the Government the said grant-in-aid or sum then due and payable as aforesaid and to pay the surplus if any to the mortgagor/mortgagors his/their heirs executors administrators legal representatives or assigns PROVIDED ALWAYS that the Governor shall, not exercise the said power of sale unless and until he shall have caused to be served on the mortgagor/mortgagors his/their heirs executors administrators legal representatives or assigns a notice in writing requiring payment of the sum then due and payable hereunder and default had been made in payment thereof for three months after such service PROVIDED ALWAYS and it is hereby agreed and declared that at the expiration of the said period of years hereinbefore referred to the Governor shall in the event of the covenants hereinbefore contained on the part of the mortgagor/mortgagors his/their heirs executors administrators legal representatives or assigns having been in the meantime duly performed and observed re-convey and re-assign at his or their cost unto the mortgagor/mortgagors his/their heirs, executors administrators legal representatives or assigns or as he or they may direct all and singular the piece or parcel of land hereditaments chattels goods or other premises hereby expressed to be granted, conveyed or assigned, IN WITNESS whereof the said and Director of Public Instruction for the State of Madras acting on behalf of and by the order and direction of the Governor of Madras have hereunto set their respective hands and seals the day and year first above written.

Schedule to which the above written indenture refers.

All that piece or parcel of land situated at in the district of and taluk of and in the sub-registration district of bounded on the north side thereof by on the south side thereof by on the east side thereof by and on the west side there of by containing together

in the whole by admeasurement (be the same a little more or less) and all which said piece or parcel of land was formerly in the occupation of but is now in the occupation of

Signed sealed and delivered by
the abovenamed
in the presence of }

Signed sealed and delivered by
the abovenamed
in the presence of }

APPENDIX PP.

(Chapter VIII, Rule 54.)

THIS INDENTURE made this day of One thousand nine hundred and BETWEEN (hereinafter called the mortgagor/mortgagors of the one part and HIS EXCELLENCY THE GOVERNOR OF MADRAS (hereinafter called "the Governor" which expression shall where the context admits include his successors-in-office and assigns) of the other part.

WHEREAS the mortgagor/mortgagors has/have purchased at the price of Rupees for the purpose of a school and is/are well and truly entitled to and possessed of the piece or parcel of land particularly described in the schedule hereunder written AND WHEREAS the mortgagor/mortgagors has/have in accordance with the provisions of the Grant-in-Aid Code of the Madras Educational Department now in force in the State of Madras applied to the Government of Madras (hereinafter called "the Government") for a grant-in-aid of the sum of Rupees being part of the said sum of Rupees and WHEREAS the Government have consented and agreed to make the said grant in the manner provided in Chapter VIII of the said Grant-in-Aid Code upon the mortgagor/mortgagors entering into the covenants on his/their part and giving the security hereinafter contained.

NOW THIS INDENTURE WITNESSETH that in consideration of the said agreements to make a grant up to a maximum of Rs. and the sum of Rs. only a part thereof now paid by the Government to the mortgagor/mortgagors the receipt whereof he/they the mortgagor/mortgagors doth/do hereby acknowledge he/they the mortgagor/mortgagors doth/do hereby for himself/themselves his/their respective heirs executors administrators legal representatives and assigns covenant with the Governor that he/they the mortgagor/mortgagors or his/their heirs executors administrators legal representatives or assigns will from time to time and at all times so long as the said piece or parcel of land shall be used for the purpose of the said school conduct and manage such school or cause such school to be conducted and managed by the person for the time being in charge of same in accordance with the rules and regulations for the time being in force in the Madras Educational Department so far as the same respectively are applicable to the said school AND will not prior to the lapse of years from the date hereof divert or allow to be diverted the said piece or parcel of land or any part or portion thereof to other than educational purposes approved by the Government AND will during such period keep such piece or parcel of land in good and substantial order so that the same may be always efficient for use for the purposes of the said school AND will in the event of the said piece or parcel of land or any part or portion thereof prior to the lapse of such period ceasing to be used for educational purposes approved by the Government forthwith repay to the Government a sum which shall bear a like proportion to the amount hereby advanced as the unexpired number of years of the period of years limited herein bears to the total number of years so limited. PROVIDED ALWAYS that nothing herein contained shall be deemed to prevent the use by the mortgagor/mortgagors his/their heirs executors administrators legal representatives or assigns or the person or persons for the time being in charge of the said piece or parcel of land or any part or portion thereof out of the hours during which the same should be used for the objects of such school for such other reasonable and proper purposes other than educational as the mortgagor/mortgagors his/their heirs executors administrators legal representatives or assigns or the person or persons for the time being in charge of the said piece or parcel of land may direct AND THIS INDENTURE FURTHER WITNESSETH that in consideration of the said agreement to make a grant up to a maximum of Rs. and the sum of Rs. only a par thereof now paid as aforesaid the mortgagor doth/mortgagors and each of them hereby grant convey and assign unto the Governor all that piece or parcel of land particularly described in the Schedule hereunder written together with all rights easements and appurtenances whatsoever usually held or connected therewith or reputed to belong appurtenant thereto and all the estate right title interest claim

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and demand of the mortgagor and each of them / mortgagors into and upon the said hereditaments and premises TO HAVE and TO HOLD the said piece or parcel of land expressed to be hereby assured unto the Governor according to the nature and tenor thereof respectively UPON TRUST to permit the same to be used by the mortgagor / mortgagors his / their heirs executors administrators legal representatives or assigns or his or their nominee or nominees for the purposes of a school and with power in case the mortgagor / mortgagors his / their heirs executors administrators legal representatives or assigns shall fail to pay on demand the sum then due and payable in manner hereinbefore provided to sell and absolutely dispose of the said piece or parcel of land and apply the proceeds of such sale after payment thereout of all costs and expenses attending the same in or towards recouping or reimbursing to the Government the said grant-in-aid or sum then due and payable as aforesaid and to pay the surplus if any to the morggagor / mortgagors his / their heirs executors administrators legal representatives or assigns PROVIDED ALWAYS that the Governor shall not exercise the said power of sale unless and until he shall have caused to be served on the mortgagor his / mortgagors their heirs executors administrators legal representatives or assigns a notice in writing requiring payment of the sum then due and payable hereunder and default has been made in payment thereof for three months after such service. PROVIDED ALWAYS and it is hereby agreed and declared that at the expiration of the said period of years hereinbefore referred to the Governor shall in the event of the covenants hereinbefore contained on the par of the mortgagor / mortgagor his / their heirs executors administrators legal representatives or assings having been in the meantime duly performed and observed re-convey and re-assign at his or their cost unto the mortgagor / mortgagors his / their heirs executors administrators legal representatives or assigns or as he or they may direct all and singular the piece or parcel of land hereditaments chattels goods or other premises hereby expressed to be granted conveyed or assigned.

IN WITNESS WHEREOF the said and Director of Public Instruction for the State of Madras acting on behalf of and by the order and direction of, the Governor of Madras have hereunto set their respective hands and seals the day and year first above written.

Schedule to which the above written indenture refers.

All that piece or parcel of land situated at in the district of and taluk of and in the sub-registration district of and registration district of
bounded on the north side thereof by
on the south side thereof by
on the east side thereof by
and on the west side thereof by
and containing together in the whole by admeasurement (be the same a little more or less) and all which said piece or parcel of land was formerly in the occupation of but is now in the occupation of

Signed sealed and delivered by the abovenamed in the presence of }

Signed sealed and delivered by the abovenamed in the presence of }

APPENDIX Q.

(Chapter VIII, Rule 54.)

WE whose names are entered in the margin and whose signatures appear at the foot hereof hereby accept the special grant of Rupees only sanctioned by

Committee of Management Members. { Government through the Director of Public Instruction, Madras, for the school / college at in the district of in the Proceedings of the Director of Public Instruction No. , dated the and in consideration of such grant we hereby jointly and severally, and on behalf of our successors in office and the owners for the time

being of the land and premises described in the schedule hereto now / to be occupied by the said school / college agree that if the school / college is prior to the lapse of years from the date hereof abolished or the land or buildings thereon diverted to other than educational purposes approved by the Government. Government shall be paid a sum which shall bear a like proportion to the amount hereby advanced as the unexpired number of years of the period of years limited herein bears to the total number of years so limited.

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Government shall have a charge on all the said land and premises for the amount to be paid as above provided and shall have power in the event of failure of payment within three months from the date of demand thereof to sell and transfer such land and premises and deduct such amount together with all costs of sale from the proceeds thereof.

ated this day of One thousand nine hundred and

The schedule above referred to.

All that piece or parcel of land situated at in the district of and taluk of and in the sub-registration district of and registration district of bounded on the north side thereof by on the south side thereof by on the east side thereof by and on the west side thereof by and containing together in the whole by admeasurement (be the same a little more or less) and all which said piece or parcel of land was formerly in the occupation of but is now in the occupation of

Signed by the said
in the presence of

APPENDIX R.

WE whose names are entered in the margin and whose signatures appear at foot hereof hereby accept the special grant of Rupees only sanctioned by Government through the Director of Public Instruction, Madras, for the school/college at in the district of in the Proceedings of the Director of Public Instruction No. , dated the and in consideration of such grant we hereby jointly and severally and on behalf of our successors in office and the owners for the time being of the land and premises now/to be occupied by the said school/college agree that if the school/college is prior to the lapse of years from the date hereof or the land or buildings thereon diverted to other than educational purposes approved by Government, Government shall be paid by the owner thereof for the time being a sum which shall bear a like proportion to the amount advanced as the unexpired number of years of the period of years limited herein bears to the total number of years so limited.

Committee of Management Members.

Dated this day of One thousand nine hundred and

Signed by the said
in the presence of

APPENDIX S.

(Chapter VIII, Rule 54.)

GRANT-IN-AID UNDER CHAPTER VIII—BUILDINGS.

Building Grants.

Government of Madras.

Bill for building grants sanctioned under rule of the Grant-in-Aid Code.

————District
Voucher No.————

of the month 19 .

Head of Service.

37. EDUCATION.

Building grants for }

Name of institution.	Nature of work and department or departments for which provided.	Date of commencement.	Amount contributed by the manager up to date.	Amount of Government grant.	Date of completion.	Authority.	Remarks.
			RS. A. P.	RS. A. P.			

(in words)
Rupees

13th February 1959]

Certificate and declaration.—On behalf of the management I hereby certify that the work, for which the grant is herein claimed, has been completed according to the plan and estimate approved in the order approving the scheme and I do declare that I agree to abide by the conditions laid down in rule 56 of the Grant-in-Aid Code in the event of the building being diverted to purposes other than those for which the grant was sanctioned.

Correspondent.

Countersigned.

Station

Date 19 .

Pay Rupees

———————,

Deputy Director of Public Instruction.

Received the amount, viz., Rupees

Treasury Officer *Date.* *Date*

Treasury Accountant. *Correspondent.*

APPENDIX SS.

(Chapter VIII, Rule 54.)

Grant-in-aid under Chapter VIII—Acquisition of land and buildings.

Grants for the acquisition of land.

Government of Madras.

Bill for acquisition grant sanctioned under rule of the Grant-in-Aid Code.

———District

Voucher No.———

of the month of 19 .

Budget Head— EDUCATION.

Name of institution.	Nature of work and department or departments for which provided.	Date of acquisition.	Amount contributed by the manager up to date.	Amount of Government grant.	Authority.	Remarks.
			RS. A. P.	RS. A. P.		

(in words)
Rupees

Declaration.—On behalf of the management, I declare that I agree to abide by the conditions prescribed by rule 56 of the Grant-in-Aid Code in the event of the land or buildings being diverted to purposes other than those for which the grant was sanctioned.

Correspondent.

Countersigned.

Station

Date 19 .

Deputy Director of Public Instruction.

Paid Rupees

Treasury Officer.

Treasury Accountant.

Date

APPENDIX T.

(Chapter IX, Rule 57.)

Application for grants for furniture, books, etc.

Name of institution.	Society, Association or person owning the institution.	Number and date of the order recognizing the school under the Educational Rules.	Number of books, articles, etc., required.	Description of articles, books, etc., required.	Total cost.	Amount of grant applied for.	In the case of furniture. Forms or classes for which the new furniture is required with average strength of each.	Dimensions of each.	Total cost of one article.	Inspecting officer's remarks regarding the supply of furniture in the last report on the school.	Amount of furniture and other special grants drawn by the school in previous year, with number and date of the order sanctioning them.	Remarks (necessity for the proposed supply).
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
					RS. A. P.	RS.			RS. A. P.			

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Declaration.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-Aid Code are being, and will continue to be fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. , dated , and that I am prepared to subject the institution, together with its current endowment, and trust accounts, its establishment, time-table and registers to inspection, and to furnish such returns as may be required by the department, and that I shall abide by the provisions of rule 60 of the Grant-in-Aid Code in the event of the school being closed within five years from the date on which grant has been drawn.

Station

Date

Correspondent.

APPENDIX U.

(Chapter IX, Rule 59.)

School furniture, maps, school libraries, apparatus, diagrams, models and tools.

Note.—Grants exceeding Rs. 2,500 are sanctioned by the Government, grants up to Rs. 2,500 by the Director

Government of Madras. Bill for special grants sanctioned under rule of the Grant-in-Aid Code. ——District.

Voucher No.——

of the month of 19 .

Head of service, 31. Education.

Name of institution.	Date of previous grant for similar objects.	Nature of charge and department or departments for which provided (to be specified).	Approved cost.	Actual cost.	Amount contributed by the management.	Amount of Government grant.	Total Government grant.	Authority, Government Order or the Director's Proceedings.	Remarks.
			RS.	RS.	RS. A. P.	RS. A. P.	RS. A.		
						Total ..			

(In words) Rupees

Certificate and declaration.—On behalf of the management, I hereby certify that the work, for which the grant is herein claimed, has been executed in accordance with the approved estimate (or that the articles, the purchase of which has been sanctioned, have been purchased in accordance with the sanction) and I do declare that, in the event of the institution concerned being closed, I agree to abide by the conditions imposed in rule 60 of the Grant-in-Aid Code.

Station

Deputy Director of Public Instruction.
District Educational Officer.
Inspectress of Girls' Schools.
Superintendent of Schools.

Countersigned.

Date

Correspondent.

Station

Date

Pay Rupees

Treasury Accountant. *Treasury Officer.*

Received the amount, viz., Rupees *Date*

Date *Correspondent.*

APPENDIX V.

(Chapter XI, Rule 65.)

APPLICATION FOR BOARDING GRANTS.

1. Name of orphanage or school to which it is attached.

2. (*a*) Number of free orphan destitutes for the previous year.
   (*b*) Number of free non-orphan destitutes.
   (*c*) Number of non-destitutes—
      (i) Paying inmates for the previous year.
      (ii) Others.
   (*d*) Total number of inmates [(*a*) plus (*b*) plus (*c*)] for the previous year.
   (*e*) Total number of orphan and non-orphan destitutes for the current year.

3. (*a*) Number out of 2 (*a*) who are within the prescribed age-limits and reading in recognized schools.
   (*b*) Number out of 2 (*b*) who are within the prescribed age-limits and reading in recognized schools.
   (c) Total number of free destitutes within age-limits and reading in recognized schools [3 (*a*) plus 3 (*b*).]

4. The educational work done for the inmates by the institution (i.e., general and vocational).

5. Other work done by it, if any.

6. Accommodation provided for dormitories, etc.

7. Sanitary condition of the buildings and their surrounding as reported by the medical officer. A certificate may be produced in the form prescribed in Appendix 30, Madras Educational Rules, from any registered medical practitioner or an officer of the Public Health Department.

8. Income for 19 –19 from—
   (*a*) Orphan and non-orphan destitutes paying fees.
   (*b*) Other paying inmates.
   Total of (*a*) and (*b*).

9. Other sources of income for the year 19 –19 .

10. Whether separate provision is made for boarding, lodging and supervision and whether accounts are maintained separately for the orphanage or boarding home, in cases where it is connected with an ordinary hostel or residential school.

11. * Net cost of boarding charges for the previous year.

12. Average boarding cost per mensem for an orphan or non-orphan destitute.

STATION

DISTRICT

Date

Correspondent or *Manager*.

* This should be supported by a statement of receipts and expenditure in the form that may be prescribed by the Director from time to time with separate monthly details for each item of expenditure shown therein.

NOTE.—Inmates from whom a fee exceeding Rs. 9 per annum collected shall not be considered as free.

APPENDIX X (i).

(Rule 63.)

DESTITUTION CERTIFICATE FOR AN ORPHAN PUPIL.

I hereby certify that is a native of the State of Madras and belongs to the village/town of situated in my jurisdiction and is the son/daughter of

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father and of mother, and the $\frac{\text{father}}{\frac{\text{mother}}{\text{father and mother}}}$ having deceased, the condition of this $\frac{\text{orphan and surviving parents}}{\text{orphan}}$ is so destitute as to entitle the orphan to the benefits of Chapter XI of the Grant-in-Aid Code. The occupation of the parent(s) is ; the annual gross income from all sources of the parent(s) is Rs per annum.

STATION Signature.

Date *Tahsildar.*

DISTRICT TALUK

NOTE.—(1) If authorities other than those mentioned in rule 63 issue the certificate, the designation may be suitably altered.

(2) This certificate should be granted to each pupil individually.

APPENDIX X (ii).

(Rule 63.)

DESTITUTION CERTIFICATE FOR A NON-ORPHAN PUPIL.

I hereby certify that is a native of the State of Madras and belongs to the $\frac{\text{village}}{\text{town}}$ of situated in my jurisdiction and is the $\frac{\text{daughter}}{\text{son}}$ of father and of mother, and the condition of the $\frac{\text{boy}}{\text{girl}}$ and $\frac{\text{his}}{\text{her}}$ parents is so destitute as to entitle the pupil to the benefits of Chapter XI of the Grant-in-Aid Code. The occupation of the parent(s) is ; the annual gross income from all sources of the parent(s) is Rs. per annum.

STATION Signature.

Date *Tahsildar.*

DISTRICT Taluk.

NOTE.—(1) If authorities other than those mentioned in rule 63 issue the certificate, the designation may be suitably altered.

(2) This certificate should be granted to each pupil individually.